

19 November 1974

Don't include

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After our discussion last week, the following are some thoughts regarding the DD/A memo on "Reduction of Daily Operation Costs".

The possibility of an Agency notice regarding the reusing of envelopes should be considered. OL has some offenders in this area such as OL/SD/CCDB, OL/P&TS, and OL/PMS.

The distribution ladder on all correspondence should be looked at by the division, staff, or branch chief. All copies should be listed, not only a good security practice, but the distribution can then be checked on the copies eliminating the use of buck slips. Original only should be made for addressees. Extra, "just-in-case", copies should be eliminated. (These do not appear on the distribution now and are made quite consistently.)

With the coming of the new year, folders should be reused wherever possible.

If new supply catalogs are to be published, microfiche should be considered. 50% of all field stations are equipped with the "Mini-Cat" reader. This reader is a stock item and available for general use.

FYI:

OL has reduced the number of copies required on "All Employee" notices and bulletins by 300 copies.

An inventory of all OL forms has resulted in the cancellation of 30 out of 242 on the 30 June machine listing.

A check of all continuing subscriptions for OL will be completed by 31 Dec. This will not be a savings in paper, but hopefully could result in dollar savings. (A memo for your signature will be prepared around 1 Dec for this review.)

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I have nothing to add to this.

Dollar value of subscriptions cancelled
amounted to approx. \$1700.00, but some new
ones have been added since the review.

An accurate amount can be given when the new
listing comes in on 30 June.

Ginny